



ALEXANDRIA FUND FOR HUMAN SERVICES

Investing in People - Building Community

FISCAL YEAR 2011 REQUEST FOR GRANT PROPOSAL



Community Partnership Fund

Funding is available for human services through the following three grant programs under the Alexandria Fund for Human Services (AFHS):

Community Partnership ■ Youth Fund ■ Children's Fund

The goal of the Alexandria Fund for Human Services is to provide funding opportunities for human service programs in Alexandria, Virginia. This fund allows the City to support programs vital to meeting the needs of our community, with broadly defined service priorities for young children, youth, seniors, immigrants and the disabled. AFHS is the umbrella fund that coordinates grants and special initiatives for the Community Partnership Fund, the Youth Fund and the Children's Fund. Although the three funds have different priorities and varied allocations, together they help ensure that the City's most vulnerable citizens will be served.

Funds for the Alexandria Fund for Human Services are allocated annually by the City Council. The total amount of the funding for FY 2010 is allocated as follows: Community Partnership Fund \$841,328, Youth Fund \$274,672, and Children's Fund \$899,098. The funding available through the AFHS is allocated through a competitive request for proposals process. Review panels evaluate applications and make funding determinations.

In recognition of the current economic downturn, the City recognizes the need to be flexible in where funding is targeted and is thus returning to a one year funding cycle. This will allow the City to quickly shift priorities as needs change. Special consideration will be given to programs that his-

torically provide essential safety net services for our most vulnerable clients.

A **pre-proposal conference** will be held on **Thursday, March 4, 2010, at 1 p.m.**, at the Lee Center, 1108 Jefferson Street, Alexandria, Virginia, 22314. This session will cover all three AFHS grants, offering potential applicants an opportunity to ask questions about any aspect of the Requests for Grant Proposals. Attendance at the pre-proposal conference is strongly encouraged, particularly for first-time applicants. This will be the only workshop held. Advance registration is required so that adequate materials are available. For the Youth Fund applicants only, an overview of the Developmental Asset model will be provided. **To register to attend, please call 703-746-5970 or TTY/TDD 703-836-1493 by Tuesday, March 2, 2010 at 3 p.m.**

COMMUNITY PARTNERSHIP FUND GUIDELINES

These Guidelines apply specifically to the Community Partnership Fund. Only private non-profit 501(c)(3) organizations are eligible to apply for funding. The funding period will be one year, beginning July 1, 2010 and ending June 30, 2011.

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Community Partnership Fund proposals are due to the Alexandria Department of Human Services Office of Youth Services, on March 30, 2010 by 5 p.m. Proposals may be hand-delivered or mailed. Proposals delivered by mail must be received, not postmarked, by this date. Late or incomplete proposals will not be considered. Submission of proposals by e-mail or facsimile will not be accepted. Successful grant applicants will be notified by May 31, 2010.

Interested parties may download the electronic version of the AFHS Community Partnership Request for Grant Proposal and the required forms from the City's website, www.alexandriava.gov. Hard copies of the application may be requested from the Department of Human Services.

The City of Alexandria is committed to compliance with the Americans with Disabilities Act. To request an alternative format, please e-mail or call the Department of Human Services, Office of Youth Services at 703-746-5970.

Questions pertaining to this Request for Grant Proposals should be referred to the Department of Human Services:

Ronald Frazier, Director, Office of Youth Services
ron.frazier@alexandriava.gov
703-746-5967

I. PURPOSE

The City of Alexandria is seeking proposals from private non-profit organizations to: (1) provide a range of human services to Alexandrians who are adults age 22 and over, persons with disabilities, families and/or seniors; or (2) administer programs that serve Alexandrians who present a need that falls within the grant parameters.

Funding is to be used for the benefit of Alexandria City residents. Organizations applying for funding may be based either in the City of Alexandria or in other jurisdictions, but services must be provided to Alexandria residents.

Proposals for programs designed to serve children, birth through age five, or youth, ages 6 to 21, will not be considered for funding through the Community Partnership Fund. For information on developing proposals to serve these populations contact the Department of Human Services at 703-746-KIDS for the Children's Fund (birth through 5), or 703-746-5970 for the Youth Fund (ages 6 to 21).

II. BACKGROUND

The Alexandria City Council established the Community Partnership Fund for Human Services on October 14, 1997. In July 2005, the administration of the Community Partnership Fund was transferred from the Office of Management and Budget to the Department of Human Services.

During the City's annual budget

process, the City Manager recommends an aggregate amount of available funding to address the identified human service priorities. Following City Council's adoption of the budget, awards to non-profit agencies are made by the Department of Human Services on a competitive basis through this formal Request For Grant Proposal process.

III. GRANT PRIORITIES

On October 15, 2005, the City Council made the following broad human service priorities permanent. Proposals may address services to be provided City-wide or in any neighborhood or community in the City. Proposals may be submitted either for a specific program or to support the general operations of the agency. However, all proposals will be evaluated on the basis of the responsiveness to Community Partnership Fund program priorities listed below:

Self Sufficiency

- Programs to promote self-sufficiency and independence (including but not limited to helping individuals access and maintain employment, housing and home ownership opportunities);
- Programs to aid families and individuals in crisis;
- Programs directed at assisting immigrant populations to receive proper documentation and determination of citizen status or naturalization status, as well as help them become active members of the community;
- Programs to promote indepen-

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dent living, equality of opportunity and economic self-sufficiency for persons with disabilities.

Prevention

- Community support programs that promote family and individual stability;
- Community/neighborhood programs to prevent crime, violence, social isolation and neighborhood deterioration.

Protection and Treatment

- Programs to prevent/reduce the impact of abuse and neglect;
- Programs to provide affordable prevention and treatment for health, mental health, and alcohol and drug problems;
- Activities to reduce threats to the public health.

IV. REQUIREMENTS

All proposals must focus on adults age 22 and over, persons with disabilities, families or seniors. Awardees may be subject to negotiations about their application as a condition of the award. Areas of negotiation may include: adjustments to proposed budget requests; assurance requirements to address specific state and federal requirements and compliance with all applicable federal, state and city regulations and ordinances; or changes to comply with outcome measures and reporting requirements.

V. PROPOSAL FORMAT

Proposals shall include the Application Cover Sheet (Form 1) and Section V, Items A – H. The grant proposal,

attachments and forms should be submitted in the order indicated on the Application Checklist (Form 4).

All proposals must comply with the requirements below.

Applicants must provide eight (8) copies of the proposal (an original plus seven copies) including the required attachments.

Proposals should be prepared on a word processor or typed. The proposal narrative (exclusive of the requested forms and attachments) should not exceed ten (10), single sided, 8 ½ by 11 inch pages, and should be in a readable type of 12 point or larger. Pages should be numbered.

Proposals should not be placed in binders or folders; one staple or fastener in the upper-left hand corner, securing all pages, is sufficient.

Funded programs are required to be in compliance with the Americans with Disabilities Act.

Agencies may submit one or more proposals. Agencies may submit joint proposals with other organizations.

A. Grant Priority(ies) Addressed

Define the human service priority(ies) or need(s) that the proposal will address. Describe how this program benefits residents of Alexandria. Provide data specific to Alexandria and evidence of the relationship between the proposal, the population to be served, and the Community Partnership Fund program priorities.

B. Program Description

Identify whether the proposal is: (1) a “new” proposal, which is for not-previously-funded proposals; or (2) an “established” proposal, which is for programs that are currently receiving funding or have received past funding from the Community Partnership. Provide a history of the program, including how it was developed. For new programs, identify how the concept for the project was developed, and describe the start-up efforts to begin the project.

Provide a narrative with an overall program description, identifying the following:

- Table of Contents;
- Program title;
- Population to be served (e.g., age, income, gender, special needs, family structure);
- Number of persons to be served, including the specific number of Alexandrians to be served;
- Services to be provided and/or program components and activities;
- Limitations on service or restrictions (e.g., only available in English; state licensure is required for provision of services; special accommodations are required for full participation by persons with disabilities; etc.);
- Geographic area(s) being served;
- Hours of operation;
- Eligibility for services, including how the program will verify in this description, provide information regarding the specific program approaches to meeting needs of

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individuals, and the degree to which they are responsive to the significant problems or concerns in the community.

C. Planned Outcomes, Performance Measurement and Evaluation Plan

Describe the specific, clear and measurable results that will be achieved as a result of the program proposal. Provide data on client services (numbers served, cost per client served and cost per successful client outcome) as well as key demographic and workload indicators.

Complete the required "Outcomes Expected to be Achieved" worksheet (Form 2) for each program goal for this section. A sample of a completed form is provided.

In addition, provide a time line for the proposed project (covering the two year period) showing key tasks, projected accomplishments and expected milestones for the proposed project.

Describe the assessment methods/strategies that will be used to evaluate the program (records, surveys, interviews, pre and post-tests, community feedback) and the anticipated outcomes. The Evaluation Plan should include methods to identify key success factors as well as any barriers to effectiveness. Provide examples of the program evaluation process/measurement tools to be used to determine the effectiveness and impact of the proposal.

D. Program Budget Justification

Complete the Program Budget and Revenues form (Form 3). In a brief narrative based on the information provided on the form, describe the funding and other resources, including volunteer support, donations and in-kind contributions that will be available to the proposed program. Identify future potential for additional funding and support opportunities from other non-City sources. Indicate the total funding applied for from other funding sources, if applicable. For established or continuation projects, if the requested amount represents an increase over the previously awarded amount, provide an explanation for the increase.

Identify administrative costs. Identify the percentage of the total budget request to be used for these costs. Only administrative costs directly related to the proposal are to be included within the request. A proportionate share of audit expenses is allowable.

Identify the staff needed to accomplish program and job responsibilities. Indicate the percentage of time spent on the proposed program. Identify all supervisory or overhead positions, providing percentage of time devoted to project management, oversight or administrative support functions. Relevant job descriptions related to the proposal are to be included and labeled as Attachment 2. For multiple agency/organization proposals, identify areas

of shared costs or distribution of costs among participants.

E. Funding Issues

Address the effect of partial funding upon the proposal. Should the project be considered for partial funding, indicate the minimum acceptable level of funding, and describe the impact to proposed outcomes under that circumstance.

Identify the outcomes that could be achieved with the reduced level of funding, incorporating any limitations expected as a result of partial funding. Lastly, identify a plan for raising continuation funding if City funds are no longer available.

F. Qualifications of Organization(s)

Provide information on the following:

- Organization's mission;
- History of organization;
- Relevant related experience;
- Staff capabilities.

If this is a multiple agency proposal, describe each organization and discuss the above-listed points.

G. Cooperative Relationships and Evidence of Support

Describe how the proposed project complements or supplements other existing resources in the community. Identify how this proposal fits into a network of service providers and ways they are connected to demonstrate the effectiveness of the proposed project,

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Document any collaborations, partnerships, or cooperative efforts with other groups such as private and public organizations/ agencies, schools, businesses and/or civic organizations working cooperatively or in support of the proposed project. Letters of collaboration or partnership must be provided indicating the commitment to working with the applicant.

H. Required Forms and Attachments

The following forms must be completed and included with the application:

- Application Cover Sheet (Form 1);
- Outcomes Expected to be Achieved (Form 2) - refer to the "Sample" provided and Section V, Item C, for more information;
- Program Budget and Revenue Form (Form 3) – this Microsoft Excel form, is available on the City's web site at www.alexandriava.gov;
- Application Check List (Form 4).

Please label the following required attachments as follows:

- Audited Financial Statements (Attachment 1) - the applicant organization must submit its most recent audited financial statements (i.e., June 30, 2009). If an audit was not completed, the applicant must submit financial statements including a balance sheet and statement of revenues and expenditures.
- Job Descriptions (Attachment 2) - attach job descriptions of any positions to be funded through the

Community Partnership Fund. Refer to Section V, Item D, for more information.

- Organizational Background (Attachment 3) - include a list of the names of the Board of Directors and an organizational chart identifying the proposed project staff. Multiple charts are acceptable.
- Evidence of Non-profit Status (Attachment 4) - provide one or more of the following: copies of IRS Form 1099, copy of the current IRS determination letter indicating 501 (c)(3) and/or 509(a) tax exempt status, State Corporation Commission documentation, Articles of Incorporation or other documentation which identifies the organization's current or planned non-profit status.

VI. SELECTION CRITERIA

The City Manager will appoint a Review Committee that will review each application and make recommendations to the Department of Human Services. All proposals will be evaluated based on the following criteria.

Demonstration of Need (10 points)

Program Focus and Documentation of Need: the proposal clearly describes the need of the proposed population to be served and how the identified need relates to the funding priorities selected for the proposed project

- Displays innovation

where applicable.

Program Design (25 points)

- Design shows clear and attainable program goals;
- Proposed program replicates evidence-based or science-based program models;
- Application is complete and addresses all required components of RFGP;
- The proposal clearly describes a work plan for how the program will be implemented and a realistic timeline;
- There is a clear connection between program resources, program activities, outputs and desired outcomes for the program.

Outcomes/Evaluation (15 points)

- Evaluation design uses the established format or guidelines;
- Evaluation design documents progress towards program outcomes - the measurable changes in knowledge, attitude, behavior and conditions among program participants;
- Evaluation design documents the number of persons served and the quality of services provided.

Organizational Capacity (20 points)

- The proposed project will have direct service, management and fiscal staff with appropriate skills, experience and/or credentials to administer an accountable and responsible project.
- Proposal provides documentation of an appropriate fiscal management system.

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Budget and Budget Justification (20 points)

- Proposed budget is reasonable and clearly describes all costs for the project
- Proposed budget includes additional resources that will support the project

Support and Collaboration (10 points)

- Proposal documents support and strategies for collaboration with other agencies where required
- For established organizations, the proposal provides confirmed evidence of successful past project performance or success in initiating, maintaining, and completing similar projects or projects of a similar magnitude (includes references)

VII. REPORTING REQUIREMENTS

Required Reports

Successful grant recipients are required to maintain program and financial records. Grantees also must complete program and financial reports provided by the Department of Human Services. The program reports should present progress, data and outcomes based on the evaluation plan. Interim reports will be due January 31. Final reports will be due on July 29, 2011.

Evaluation Workshop

Successful grant applicants may be required to attend a one-day workshop on developing evaluation plans. This workshop will be designed to enhance participant knowledge on how

to develop and measure short, intermediate and long-term program outcomes. Additionally, important information regarding reporting requirements for this grant will be reviewed at the workshop. Successful grant applicants will be notified of potential workshop dates. It is recommended that each organization send two representatives.

VIII. FUNDING PERIOD

The funding cycle will cover a one-year period (July 1, 2010-June 30, 2011). Consideration of grant proposals in subsequent years is contingent upon future City Council appropriations and will also be based upon successful program performance and compliance with grant requirements for the funded year.

PROPOSAL DELIVERY INSTRUCTIONS

Applicants must provide eight (8) copies of the proposal, forms and attachments (one original plus seven copies). **Proposals must be submitted to the Alexandria Department of Human Services, Office of Youth Services no later than March 30, 2010, at 5 p.m. LATE OR INCOMPLETE PROPOSALS WILL NOT BE CONSIDERED.** Proposals may be hand-delivered or mailed, but must be received, not postmarked, by the deadline. Submissions by facsimile machine or e-mail will not be accepted. Successful grant applicants will be notified by May 31, 2010.

For any questions regarding the application process or to obtain additional information regarding the Alexandria Community Partnership Fund, please contact Ronald Frazier at 703-746-5967.



Form 1
City of Alexandria, VA
REQUEST FOR GRANT PROPOSALS
For Fiscal Year 2011

Application Cover Sheet

Identify the specific Alexandria Fund for Human Services Grant Fund to which this proposal applies. Check one:

☐ Children's Fund ☐ Youth Fund ☐ Community Partnership Fund

Section of the Fund, "New" or "Established," in which applying for funding (please check one): ☐ New ☐ Established

Organization Name: _____

Program Title: _____

Address: _____ Fax #: _____

Executive Director's Name: _____ Telephone #: _____

E-Mail Address: _____ Fax #: _____

Contact Person's Name: _____ Telephone #: _____

E-Mail Address: _____ Fax #: _____

Organization's Total Projected Budget for FY 2010 (exclude in-kind contributions): _____

Grant Amount Requested: _____

Geographic Area(s) Being Served: _____

Population(s) Priority(ies) Being Addressed: _____

Grant Priority(ies) Being Addressed: _____

Briefly Describe the Program or Services to be Provided:

I certify to the best of my knowledge, information regarding this proposal reflects accurate data regarding need and estimates of planned/delivered services. The proposal was considered and approved for submission by the agency Board of Directors on _____ (date).

By signing this application, the undersigned offers and agrees if the proposal is accepted, to furnish items or services for which prices are quoted, subject to final negotiation and acceptance by the City of Alexandria and subsequent contract award.

Executive Director's (or Designee's) Signature: _____

Date: _____

Submission Deadlines for Fiscal Year 2011

All proposals must be received no later than 5:00 P.M.

Community Partnership Fund – March 30, 2010

Youth Fund – April 6, 2010

Children's Fund – April 14, 2010

Mail or hand-deliver to:

Alexandria Department of Human Services
2525 Mount Vernon Avenue
Alexandria, VA 22301

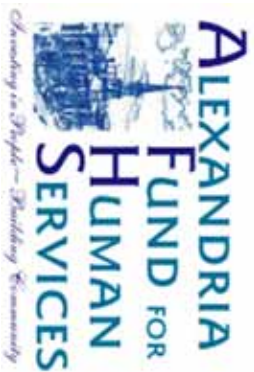


Outcomes Expected to be Achieved

Organization Name: _____

Program Goal: _____

Objective(s)	# Clients	Activity/Service	Outcome Expected	Measurement Tool



Form 2 (Sample)
City of Alexandria, VA
REQUEST FOR GRANT PROPOSALS
For Fiscal Year 2011

Outcomes Expected to be Achieved (Sample)

Organization Name: Jupiter Legal Services

Program Goal: To provide culturally and linguistically appropriate service to low-income cultural- and language-minority individuals and families to improve their functioning and promote stability

Objective(s)	# Clients	Activity/Service	Outcome Expected	Measurement Tool
* Provide information, referral and legal services to help clients address basic needs that, if left unresolved, compromise their stability.	300	* Provide multilingual telephone and walk-in information and referral to other services.	85% will receive information referral in their language.	phone log; client database; agency feedback; client report



Budget & Revenues Form

(For Program for which Funding is Sought Only)

REVENUE BUDGET	2009 ACTUAL INCOME*	2010 BUDGET*	2011 REQUESTED*
1) AFHS Fund			
a. <input type="checkbox"/> Community Partnership Fund			
b. <input type="checkbox"/> Youth Fund			
c. <input type="checkbox"/> Children's Fund			
2) Other City Agency Funding**			
3) Other Non-City Cash Funding			
Arlington County			
Fairfax County			
Loudoun County			
Prince William County			
Other Local Governments			
State Government (please detail)			
Federal Government (please detail)			
Fees			
United Way			
Grants			
Contributions			
Other			
4) In-kind Contributions			
TOTAL PROGRAM REVENUE			

*Please indicate whether periods covered are Calendar Year (January – December), Fiscal Year (indicate months included), or Grant Year (July 1 – June 30).

**Please include funding in support of proposed program and identify source (i.e., Children's Fund, MHMRSA contract, DHS contract, etc.)

***Revenues should equal expenditures on all lines except actuals.



Budget & Revenues Form

(For Program for which Funding is Sought Only)

EXPENDITURE BUDGET	2009 ACTUAL EXPENSE*	2010 BUDGET*	2011 REQUESTED*
1) Personnel Costs			
a. Salaries (list position titles)	<hr/>	<hr/>	<hr/>
Position #1 -	<hr/>	<hr/>	<hr/>
Position #2 -	<hr/>	<hr/>	<hr/>
Position #3 -	<hr/>	<hr/>	<hr/>
b. Fringe Benefits (list all applicable line items)	<hr/>	<hr/>	<hr/>
SUBTOTAL	<hr/>	<hr/>	<hr/>
2) Operating Expenses			
a. Space Rental	<hr/>	<hr/>	<hr/>
b. Postage	<hr/>	<hr/>	<hr/>
c. Office Supplies	<hr/>	<hr/>	<hr/>
d. Printing/Copying	<hr/>	<hr/>	<hr/>
e. Consultant Services	<hr/>	<hr/>	<hr/>
f. Telecommunications	<hr/>	<hr/>	<hr/>
g. Training	<hr/>	<hr/>	<hr/>
h. Travel	<hr/>	<hr/>	<hr/>
i. Client Services (list all applicable line items)	<hr/>	<hr/>	<hr/>
j. Equipment Rental	<hr/>	<hr/>	<hr/>
k. Other (itemize)	<hr/>	<hr/>	<hr/>
SUBTOTAL	<hr/>	<hr/>	<hr/>
TOTAL PROGRAM EXPENDITURES	<hr/>	<hr/>	<hr/>

*Please indicate whether periods covered are Calendar Year (January – December), Fiscal Year (indicate months included), or Grant Year (July 1 – June 30).

**Please include funding in support of proposed program and identify source (i.e., Children's Fund, MHMRSA contract, DHS contract, etc.)

***Revenues should equal expenditures on all lines except actuals.



Application Checklist

☐ Children's Fund ☐ Youth Fund ☐ Community Partnership Fund

Please submit the grant application in the following order:

REQUIRED FORMS (Refer to RFGP Proposal Format section):

- ☐ Form 1 – Application Cover Sheet
- ☐ Form 2 – Outcomes Expected to be Achieved
- ☐ Form 3 – Program Budget and Revenue Form (*pages 1 & 2*)
- ☐ Form 4 – Application Checklist

PROPOSAL / NARRATIVE (Refer to Children's, Youth, or Community Partnership Fund RFGPs for specifics):

- ☐ Grant Priorities Addressed
- ☐ Program Description
- ☐ Planned Outcome, Performance Measurements and Evaluation Plan
- ☐ Program Budget Justification
- ☐ Funding Issues
- ☐ Qualifications of Organizations
- ☐ Cooperative Relationships and Evidence of Support (*Letters of collaboration or partnership, if applicable*)

REQUIRED ATTACHMENTS (Number attachments as required in Section V of RFGP):

- ☐ Attachment 1 – Audited Financial Statements
- ☐ Attachment 2 – Job Descriptions (*Refer to application Section V-H*)
- ☐ Attachment 3 – Organizational Background
- ☐ Attachment 4 – Evidence of Non-profit Status (*for the Community Partnership only*)

SUBMISSION REQUIREMENTS FOR FUNDS:

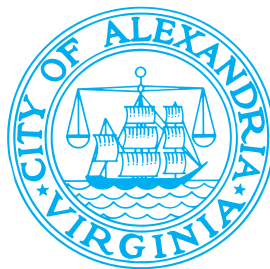
- ☐ Submission of eight (8) copies of the proposal (*one original and seven complete copies*)
- ☐ The target population of the proposal matches the guidelines outlined in the Requirements Section IV of the RFGP
- ☐ Program meets the criteria outlined in the Selection Criteria, Section VI of the RFGP
- ☐ Collaboration letters from all partners
- ☐ The narrative section of the proposal is no more than ten (10) pages

CHILDREN'S FUND ONLY:

- ☐ If applicable, submission of a readable copy of your NAEYC accreditation certificate

YOUTH FUND ONLY:

- ☐ The application addresses one or more of the Developmental Assets outlined in the Youth Fund RFGP



Alexandria Department of Human Services
2525 Mt. Vernon Avenue
Alexandria, Virginia 22301